

Senior HR Administrator

Company Description

DOHR is a boutique HR practice based in Hertfordshire. Supporting businesses and schools with their HR needs. DOHR has built a strong brand and reputation for quality, practical, legally compliant, cost effective HR and business advice.

DOHR is a highly professional practice which delivers to consistently high standards and believes in the power of the customer experience. At DOHR we strive to ensure the solution delivered provides customers with the outcomes they want for their business and their staff.

DOHR provides HR consultancy and support to organisations across London and the Northern Home Counties. From 1 employee to 500, our customers vary from start ups needing initial advice to larger businesses needing expertise, to nurseries and schools.

Whether it is recruitment, contracts of employment, induction training, appraisals, sickness management, management training, pay and reward or redundancies, DOHR is a one stop shop for businesses in search of a real HR partner.

Job Description

This is a new role within the team, providing essential support to a growing client base. Working as part of the wider DOHR team, this experienced HR administrator will be responsible for a wide range of first line HR support duties. Key responsibilities will be:

- To administer HR policies and procedures for our education sector client base
- To issue contracts of employment, take up references, ensure DBS and BIA compliance
- To assist with recruitment and training of teachers and support staff
- To provide a first point of contact for all incoming queries
- Providing telephone and email support to clients
- Developing bespoke documentation to meet client needs
- To liaise with 3rd party providers such as payroll, occupational health and Health & Safety

The needs of each of our clients will vary and all or none of the above may be required for any specific client. All solutions are bespoke and developed specifically for each client.

Desired Skills & Experience

- Educated to degree level with strong commercial awareness
- A solid understanding of HR within the public sector, ideally education
- Able to demonstrate significant work based experience in an HR environment
- Highly organised with the ability to prioritise and multi-task to meet competing clients needs in a time bound environment
- A strong team player who takes accountability for their own deliverables and operates effectively within the team
- Very strong IT skills are essential. This competent administrator will use IT as a key tool to achieve efficiency including mail merge, styles and Templates within Word and formulas and Pivot tables within Excel.
- An excellent communicator who understands the need for clear instructions both verbally and in written communication.
- Understands and is able to maintain confidentiality
- Is able to work under pressure to tight deadlines and balance conflicting priorities
- Must be eligible to work in the UK

To apply for this position, send your CV together with a cover letter and current salary details to recruitment@dohr.co.uk